

## **"SAMPLE WELCOME ABOARD LETTER"**

### **BASE LETTERHEAD**

Dear "Name of Intern"

Congratulations on your selection as one of the MWR overseas interns. Let me introduce myself. I am the your title for your command/department. I will be the supervisor for your internship. We are extremely pleased to have been selected by Navy Personnel Command (NPC) as one of the Navy's Morale, Welfare, and Recreation (MWR) organizations to receive an intern. Rick Harwell, NPC MWR Intern Program Manager, has already contacted you to set up an orientation session and to arrange your travel to base name. Once I receive your travel itinerary and flight number I will arrange to meet you at the airport and arrange for your accommodations. You will need a few days to get checked in and oriented to your new environment.

Your accommodations will be at location, amenities, distance from work site, etc. You will be paid a weekly salary of \$\_\_\_\_.

Describe the climate and geographical environment. Also include work and recreational attire.

Succinctly describe your program, size of population, etc.

Describe in general what the intern will be doing.

Describe generally the economic climate and the local people and their culture.

In closing, include your mailing address, e-mail address, and telephone numbers, and an emergency number just in case...

Please send a copy of this letter to Rick Harwell via fax @ 901.874.6847, or DSN 882-6847, or by email at rick.harwell@persnet.navy.mil